

Board of Public Affairs
Village of Russells Point
November 9, 2020

1. Call meeting to order
2. Roll Call
3. Approval of October 26, 2020 minutes
4. Approval of Vouchers
5. Reports
6. Account Adjustments
7. Resolutions
8. Tabled Items
9. Citizen's Comments
10. Old Business
 - a. Water tower lights
 - b. Access to water plant – security system
 - c. Clear well alarms
 - d. EPA Survey Items issued 8/2019
 1. Item #3 Periodic surveys of cross connections – need to confirm completion date
 2. Item #6 Contingency Plan Exercises – extension 10/31/20
 3. Item #10 Preventive maintenance program – extension 9/30/20
11. New Business
 - a. 2021 budget items
12. Adjournment

Next Scheduled Meeting: Monday, November 23, 2020

**INDIAN LAKE OHIO
VILLAGE OF RUSSELLS POINT
BOARD OF PUBLIC AFFAIRS MEETING**

MINUTES: October 26, 2020

This meeting was held via teleconference due to COVID-19
Ms. Pat Cochenour called the meeting to order at 6:00 p.m.

Roll Call: Ms. Pat Cochenour, present; Ms. Libby Stidam, present; Ms. Mary Herring, present

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Greg Iiams, Council Member
Ms. Dianne Gauder, Mayors Assistant
Mayor Robin Reames
Mr. Tim Reese, Maintenance Team Supervisor

Minutes: October 13, 2020 Meeting
*Ms. Libby Stidam made a motion to approve the minutes of October 13, 2020 as written.
Ms. Mary Herring seconded the motion.
The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.
The motion passed: 3 yeas – 0 nays*

Vouchers: *Vouchers will be presented at the next meeting.*

REPORTS: None

ADJUSTMENTS:

- A. Aaron Hobart, 206 Fairview, Acct. 0770-3-1 (-\$71.13) tenant
Curtis Kidwell, 206 Fairview, Acct. 0770-2-RO (+\$71.63) owner
After three attempts to collect the final bill from the tenant, the remaining balance was transferred to the owner's account.
*Ms. Pat Cochenour made a motion to approve of the adjustment above.
Ms. Libby Stidam seconded the motion.
The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.
The motion passed: 3 yeas – 0 nays*

- B. Robert Humble, 419 W. Main, Acct. 2805-2
Mr. Weidner provided account history and work orders associated with this property. He informed the board that this individual purchased the property in August of 2021. The September billing cycle prompted the water clerk to issue a re-read to verify which led to the discovery of a leak on the outlet side of the meter. Workers were able to reduce the leak, but the meter pit will need to be replaced which has yet to be done. Mr. Weidner explained that this is a weekend residence and since it is a new customer, there is no prior history to get an average. It was also noted that the meter pit is located in a concrete driveway which is the homeowner's responsibility to replace once the repair is made.
*Ms. Pat Cochenour made a motion to approve making the necessary adjustments to the account to remove all charges for usage until such time the repair has been made. The customer will only be required to pay the minimum charges. Ms. Libby Stidam seconded the motion.
The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.
The motion passed: 3 yeas – 0 nays*

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS: None

OLD BUSINESS:

A. Water Tower Lights

Leary Construction will be contacted again to see when they plan on doing the inspection on the north tower. It was suggested that we have one of our workers be on the ground while they are on the tower to check the power line to the light and ensure that the light is repaired. It was also discussed as to whether the SCADA antenna located on the north tower is still in use, and if that is the property of the sewer department. Jeff will check with the sewer department and contact Leary.

B. Access to Water Plant

It was decided that a keyless entry door lock will not be purchased as this will not eliminate the need for a key to enter through the other doors at the plant in the event of an emergency. Mr. Reese has not yet contacted the security company regarding an access for the police department.

C. Backflow Test Reports Cross Connections (item #3)

Contingency Plan Exercises (item #6)

Preventative Maintenance Program (item #10)

There was no new information provided on the completion of these items. The board has concerns over getting the remaining items completed and the availability of Mr. Albert due to family issues. After a lengthy discussion it was pointed out that based on the detailed time sheets from Mr. Albert that there are several instances of work being done by him that is unnecessary and could be done by the Maintenance Department. Due to the length of time it has taken to remediate the violations and the numerous extensions requested from the EPA, that a letter directing Mr. Albert that he is no longer to be performing duties at the water plant beyond what is required by the EPA and his contract with the village. A deadline for completion and submission to the EPA will also be specified in the letter.

NEW BUSINESS:

A. Clear Well Alarm

It was reported that the plant has been alarming due to clear well levels being to high. Mr. Albert is supposed to be calling Area Energy to look at the system. Mr. Reese noted that it may be a bad valve allowing water to slowly enter into the clear well after the pumps shut down.

B. Municipal Building Water Line Repair

The main water line to the municipal building suffered a major break on Wednesday causing water to be turned off to the entire building. The leak is near the playground equipment. Due to the age of the line, it is planned to replace the entire water line from the north end of the property south to the asphalt drive. The repair will be taking place tomorrow with the help of Reichert Excavating.

C. World Class Plastics Tap In

The company is planning a 21,000 sq. ft. expansion to their plant which will require a separate tap-in for fire suppression. The contractor will be doing the labor and supplying all materials. Mr. Albert will be getting with the contractor for more information.

D. Old Generator

The old generator that was replaced at the water plant has been moved to the municipal building. In the past it was discussed using the old generator for the municipal building. This would require an electrical company to install the new lines and transfer switch. It is estimated to cost around \$30,000 to

have it installed based on the installation cost of the new generator. The board agreed that due to the age of the generator, the fact that it uses diesel fuel, and the cost of installation, that the generator be sold on GovDeals.

Ms. Mary Herring made a motion to recommend to council that the old generator be sold on GovDeals. Ms. Libby Stidam seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.

The motion passed: 3 yeas – 0 nays

Mayor Reames will address the sale of the generator with council at their next meeting.

E. Chlorine Room Alarm Signal

The alarm light on the exterior of the chlorine room has been replaced. Tim reported that there are air tanks and face masks at the water plant that are there in the event they need to enter the room during a chlorine leak, but they are very outdated and he would not trust them. The board questioned why new equipment has not been requested and suggested that estimates for replacement be obtained and purchased.

Ms. Libby Stidam moved to adjourn the meeting. Ms. Mary Herring seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea

The motion passed: 3 yeas – 0 nays

The meeting was adjourned at 7:30 p.m.

Next Meeting Date: **Monday, November 9, 2020 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____